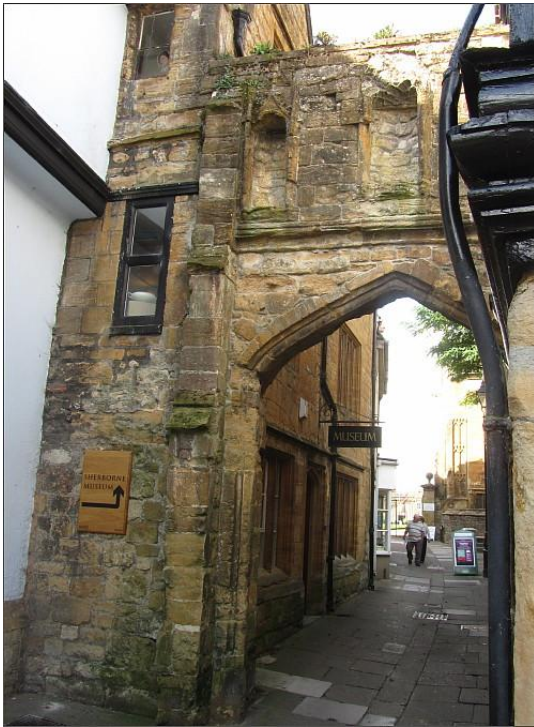


SHERBORNE MUSEUM

TRUSTEE RECRUITMENT PACK

WHO WE ARE

We are a thriving community museum located in the town centre, close to historic buildings such as Sherborne Abbey, SS John's Almshouse, the Conduit, Sherborne School and The Julian. It is also within walking distance of Sherborne Old and New Castles, Sherborne House and Sherborne Steam and Waterwheel Museum. The Museum occupies the Gatehouse and Almonry formerly belonging to the Abbey, now a Grade II listed building, in a lane connecting the main shopping area with the Abbey precinct.



A registered charity (no. 306251), the Museum has independent status and was the first volunteer-run museum in Dorset to receive full Accreditation. It is supported by its Members' Association, West Dorset District Council, Dorset County Council, Sherborne Town Council and by Arts Council England. Opening in 1968, the Museum evolved from the Sherborne Historical Society, its founding body, when benefactor Frederick Marsden first purchased the Abbey Gatehouse and presented it to the Association, together with an Honorarium fund. In 1994 the Museum was enlarged by its expansion into the adjoining shoe shop, with support from the Heritage Lottery Fund and West Dorset District Council. In 2007 the Museum rented a large upstairs room from the Somerset and Dorset Family History Centre, which provided an area to work on conservation and to store reserve

collections. These have recently been moved to a secure and environmentally controlled facility on the outskirts of Yeovil.

WHAT WE DO

Our mission is to increase public awareness, appreciation and understanding of Sherborne's natural, historic and cultural heritage through the acquisition, preservation and display of a unique collection of items that are particularly relevant to the area.

We provide a wide range of services for the local community, supported by an active team of 65 volunteers. We attract around 10,000 annual users and contribute significantly to the tourist economy in Sherborne. For information about our outreach, research and education services, our environmental commitments and access, please see our website www.sherbornemuseum.co.uk

We have acquired our Visit England Quality Assurance Badge, the Learning Outside the Classroom Quality Badge and a Certificate of Excellence from TripAdvisor. We receive advice, support and training from the North Dorset Museums Group, the Dorset Museums Association, the South West Federation of Museums and Art Galleries and the Association of Independent Museums, in all of which we are active members.

OUR FUTURE PLANS

We aspire to tell Sherborne's story, past and present, providing creative opportunities for everyone to engage with and learn about the heritage of the town and surrounding area.

The Museum has reached an exciting stage in its development. We have recently significantly increased our footfall and donations by taking the step to remove admission fees, as well as opening a new gallery devoted to the natural history of the area. On the brink of the 50th anniversary of our opening, we are making the transition from an unincorporated charity to a Charitable Incorporated Organisation (CIO) in order to reduce trustee liability and to create a smaller yet dynamic and flexible board that is resilient and fit for purpose. This will coincide with a complete rebranding of our image and creation of new membership benefits. Ultimately we aspire to a total refreshment of the museum's exhibitions and aesthetics with professional designers, so that we can narrate the people's story of the town in a more imaginative and inclusive way, to inspire, delight and engage the whole community.

TRUSTEE ROLE DESCRIPTION

The Trustees have overall responsibility for the Museum and act as its governing body. Trustees are legally responsible for directing its affairs, ensuring it is solvent, well run, and delivering its charitable objectives.

Trustees will not be paid, but reasonable expenses will be reimbursed. Being a Trustee will provide a challenging, rewarding and enjoyable opportunity to get involved and have an important role in shaping the future of the Museum and the Board.

All Trustees are collectively responsible for the decisions and management of the Museum.

The role of the trustees is to:

- Take ultimate responsibility for directing the affairs of the Museum, and to do so with innovation, creativity, ambition and appropriate challenge.
- Ensure that there is a clear vision, mission and strategic direction and focus on achieving these as the Museum develops.
- Act reasonably and prudently in the best interests of the Museum, never in pursuit of personal interests or the interests of another organization, meeting the legal obligations common to all Trustees.
- Act as guardians of the assets owned and managed by the Museum, both tangible and intangible, taking due care over their security, deployment and proper application.

Principal Tasks and Duties

Accountability, Legal and Financial Duties

- Report on the museum's activities, including the achievement of 'public benefit' as a registered charity.
- Ensure the organisation complies with its governing document, requirements of the trust deed, charity and other regulatory requirements.
- Ensure financial stability, including approval of the annual budget and deciding on major resource issues.
- Undertake regular monitoring of performance against the annual budget and supporting appropriate management action designed to achieve agreed levels of financial performance.
- Protect and manage the property of the organisation and ensure the proper investment of the organisation's funds.
- Ensure the organisation is properly insured against all reasonable liabilities.
- Be collectively responsible for the actions of the organisation and other trustees.

Policy and Planning

- Set the overall strategic direction, setting policy, defining objectives and setting targets and evaluating performance.
- Approve the Forward Plan and ensure sustainability of operations.
- Ensure that all risks associated with the Museum's activities are recognised and that appropriate mitigation measures are enacted and regularly monitored.
- Provide guidance on new initiatives.

Advocacy

- Safeguard the good name and values of the organisation.
- Promote the Museum, its activities and its needs to the public, private and voluntary sectors so as to enhance the Museum's profile and assist with its fundraising activities.
- Represent the organisation at functions and meetings as appropriate.
- Act as an enthusiastic and well-informed ambassador for the Museum at all times.

Employment and Human Resources Duties

- Oversee the recruitment of other trustees.
- Ensure the safe and efficient use of premises for both staff and the public, in-line with its Health & Safety Policy.
- Abide by the Equal Opportunities Policy.

Sub-Committees and Working Groups

- Trustees may be expected to take part in sub-committees and working groups to deliver specific functions in greater detail and particular time-bound tasks.

Other Requirements

- Trustees will be expected to attend a formal interview.
- The provision of two references and a CV will be required.
- A DBS check may be requested.
- Trustees will be expected to attend the Board meetings and read reports in advance of meetings.
- Trustees should attend any recommended training and away-days where possible.
- Trustees will be asked to complete an annual skills audit.

For more details of the specific legal obligations of Trustees visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).

OUR TRUSTEES

The new CIO Board will consist of a minimum of 5 and a maximum of 12 trustees, 2-4 of whom will be *ex officio* posts (posts currently identified are Treasurer and Secretary). Six skills-based roles have been identified that will ensure our board can govern effectively and contribute to the smooth running of the museum:

- Volunteer Coordination & Visitor Experience
- Fundraising
- Museum Learning
- Building Management
- Digital Engagement
- County and Cultural Networks

In addition, all trustees should provide the following skills:

- An ability to think strategically, focusing on major issues, while recognising the realities and practicalities of the operational management in a voluntarily managed museum.
- Experience in one of the following areas: Museums and heritage management, finance, trust governance, marketing and PR, community engagement, local networks, volunteering
- Well-developed and effective networking skills in a range of contexts and situations.
- Well-established and current professional networks that bring positive benefit to the museum.
- Highly effective inter-personal, communication and advocacy skills.
- A readiness and ability to take on and deliver agreed projects and areas of activity, including fundraising activities.
- A commitment to the Board's vision and empathy with Sherborne Museum.
- An ability to command respect amongst stakeholders and decision-makers in the public and private sectors.
- An ability to achieve the confidence and command the respect of staff, volunteers, and museum users.
- Willingness to devote the time and effort, including attending trustee meetings and occasional events.

**SHERBORNE MUSEUM,
ABBEY GATEHOUSE, CHURCH LANE, SHERBORNE, DORSET DT9 3BP**

CHAIR of TRUSTEES

Sherborne Museum seeks to represent the rich heritage of the town and the key events that shaped its history and development over the years. It plays an important role in the local community, with a lively programme of events and a developing education service. Exciting plans for the future include a rebranding of the Museum's image, a review of our membership benefits and ultimately a full professional redesign of the exhibitions in order to fully tell the story of the town while making the most of our wonderful collections.

The Museum is managed by the Sherborne Museum Association, an independent charitable trust, its activities supported by a dedicated team of volunteers and a thriving membership. Following a recent governance review the Trust has decided to transfer management of the Museum from the Association to a Charitable Incorporated Organisation (CIO).

To shape our future and raise our profile we are seeking to appoint a Chair for the newly formed Sherborne Museum Board. The ideal candidate will provide leadership for the Board and have strong local networks and standing to champion the work of the Museum in the local community and beyond.

The role of Chair is non-executive, providing a rewarding opportunity to use your expertise and experience to help us develop Sherborne Museum.

For a recruitment pack please contact the Honorary Curator, Elisabeth Bletsoe on: info@sherbornemuseum.co.uk.

Deadline for applications: December 31st 2017

Interviews for the Chair will be held in the New Year.

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TREASURER

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We are seeking to appoint a **Treasurer** for the newly formed Sherborne Museum to oversee the financial affairs of the organization, ensuring proper compliance at all times. The Treasurer will also undertake book-keeping duties and process payments.

The role of Treasurer is vitally important to the smooth running of the organization and will provide a rewarding opportunity to use your expertise and experience to help us develop Sherborne Museum.

For a recruitment pack please contact the Honorary Curator, Elisabeth Bletsoe on: info@sherbornemuseum.co.uk.

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